

CK Dance Academy Policies & Procedures

Registration Fee: A non-refundable registration fee is required for enrollment along with a standard registration form. The annual fee is \$20 per individual or \$35 for a family. If you withdraw during the year and start again you will be charged the fee again.

Tuition is due the first of each month: Club Kicks is on a monthly computer billing system called auto-pay. You have two options in paying your bill. 1) Fill out an EFT-Bank Draft portion and provide a voided check 2) Fill out a credit card authorization form (this option will incur a 3% convenience fee each month). We will email a monthly reminder two weeks before the first. All auto payments will be processed on the first day of each month. If payment is returned for NSF or any other reason, your account will be assessed a \$30 reprocessing fee.

Tuition remains the same whether the month is long (5 weeks) or short (2 weeks) and regardless of absences.

Club Kicks does not mail out information packets or billing statements. Parents are responsible for the information that is posted on the bulletin board and website. Please check the Latest News Board EVERY WEEK.

Students are registered and her/his place is held in class for the entire school year, from the date the registration form is signed through the May recital. Unless the student is removed from class by having a parent/guardian sign and date the "Class Withdrawal" line at the bottom of the registration form, the parent/guardian will be responsible for tuition payments through the May recital. Coming into the studio and signing the withdrawal line is the only way to withdraw from a class. This will stop the billing process. If the customer does not give written notice, monthly tuition will still be processed through auto-pay for the next month's classes and they will be financially responsible for the amount. **IF YOU ATTEND ANY PORTION OF THE MONTH, YOU ARE RESPONSIBLE FOR THE FULL MONTHLY TUITION.** Calling, speaking to someone, telling the teacher or e-mail are NOT accepted as forms of withdrawal.

If a class enrollment is too small, Club Kicks reserves the right to cancel or combine that class with another appropriate class.

Please do not let your child go into the dance studios or onto the cheer mat until the teacher calls them in for class. Teachers are only responsible for students during class time. Office personnel are not responsible for students at any time.

Individual, group and class photos taken by us or an outside company that we hire may be used in any or all forms of media for advertising.

It is understood that you are responsible for merchandise charged to your account by yourself or your student(s).

Refund policy: Tuition, costumes, competition and travel fees are non-refundable. No credits or refunds for missed classes. Make-up classes are allowed and must be made up within eight weeks. A 4-week notice must be given in writing (signing withdrawal line) to our office if you are withdrawing from a class. Classes already paid for above and beyond the 4-week withdrawal notice will remain as a credit on your account for up to two years to be used on future tuition. The 4-week notice begins from the date the withdrawal line is signed and dated at the bottom of the registration form. Classes or payment from the 4-week withdrawal notice are not transferable to another student or sibling.

Insurance: Club Kicks DOES NOT carry medical insurance for its students. It is required that all students be covered by their own family's insurance policy, and if an injury occurs, it is understood that the student's own policy is your only source of reimbursement.

Bad Weather: The studio will not necessarily close for snow days. Many times roads are clear and safe by 2:30pm. If in doubt, call the studio or check the website or facebook. Always use your best judgment. If we do close you may make up any days missed.